**STATE OF ARKANSAS**
**DEPARTMENT OF EMERGENCY MANAGEMENT**

ASA HUTCHINSON
GOVERNOR

A.J. GARY
DIRECTOR

# Eligibility Application Requirements

## Private Schools

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. Please provide the following:

**1.** Eligibility Application packet with all requested information properly completed and signed by the Superintendent/Principal/equivalent. (7 pages total)

**2.** Narrative on official letterhead, that includes the following information:
- # of students
- Hours of school day
- Length of term
- Curriculum/Degrees offered
- Any special events sponsored by the school
- Any other information you wish to provide

**3.** Copy of Licenses/Accreditation/Approval, or a letter from three different accredited schools sating they will accept your students with no loss of credit. (If accredited school is a non-profit or another private school, a copy of their accreditation will also need to be attached)

**4.** Copy of Articles of Incorporation and By-laws.

**5.** Copy of either IRS non-profit determination 501(c)

**6.** Copy of latest financial summary report, equal to one (1) year (do not send bank statements).

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process please feels free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

Brian Jones
Lead Compliance Officer
brian.jones@adem.arkansas.gov

Jeanne Raymond
Compliance Officer
jeanne.raymond@adem.arkansas.gov